

Training and Evaluation Outline Report

Task Number: 12-2-1231

Task Title: Conduct Casualty Liaison Team Activities

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-4	Line of Duty Policy, Procedures, and Investigations	Yes	No
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	No
	AR 638-2	ARMY MORTUARY AFFAIRS PROGRAM	Yes	No
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	Yes
	ATP 1-0.2	Theater-Level Human Resources Support	Yes	No
	DD FORM 93	RECORD OF EMERGENCY DATA	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No
	VA FORM SGLV-8283	CLAIM FOR DEATH BENEFITS	Yes	No

Condition: The Human Resource (HR) Platoon (Plt)and/or HR Company (Co)has arrived in theater. The Casualty Operations Division (COD) Human Resources Sustainment Center (HRSC), provides the platoon leader with assignment instructions for the Casualty Liaison Teams (CLTs). The Human Resources Company or Human Resources Platoon coordinates receipt of equipment and provides theater required training and/or briefings. The tactical standing operating procedures (TSOP) for the HRSC and HR Company are available. Terrorist and other hostile force sympathizers are operating in the area. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. This task should not be trained in MOPP 4.

Standard: Establish 75 percent of the CLTs at specified Combat Support Hospitals (CSH), Mortuary Affairs Collection Points (MACP), and division/corps G1 within 72 hours of arrival, or as permitted by the tactical situation. Establish communications with platoon headquarters, supported units, and Casualty Operations Division, HRSC within 24 hours of arrival at the designated work areas, or as permitted by the tactical situation.

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

TASK STEPS

* 1. Casualty Liason Team (CLT) leader supervises casualty liaison activities.

a. Coordinates patient tracking (wounded, injured, and ill) with the Combat Support Hospital (CSH) Patient Administration Section.

b. Organizes team for continuous operations.

c. Cross-trains team personnel in accordance with commander's directives.

d. Monitors system security.

e. Establishes liaison with Mortuary Affairs (MA) and Provost Marshal.

f. Establishes liaison teams with Division and Corps G1s.

g. Coordinates with the appropriate S/G6 at CSH, MA collection company, division and corps for entry into the local area network (LAN) and communications support.

h. Ensures team members obtain required casualty information as soon as possible upon the casualty's arrival at the military treatment facility (MTF)/MA collection point.

i. Develops point of contact (POC) listing that contains names, phone numbers, and email addresses for the team's chain of command, site and administrative POCs (for billeting, messing, transportation, equipment support etc.).

j. Coordinates support for team with designated unit.

k. Coordinates fax, email, courier, and phone (secure and non-secure) services necessary for team to transmit reports.

2. CLT members conduct liaison activities (obtain, verify, update and disseminate casualty information to the appropriate personnel section or organization in the casualty reporting chain).

a. Conduct patient tracking (wounded, injured, and ill) with the CSH Patient Administration Section.

b. Conduct casualty tracking with the Mortuary Affairs Collection Point (MACP).

c. Establish liaison with MA, Provost Marshal, appropriate G-1, and supported units.

d. Verify communications (LAN and communication) with higher HQ and supported units.

e. Track the movement of casualties (wounded, injured, and ill) from the battlefield or other theater location to the CSH units and above, medical holding areas, air staging facilities, and central collection points.

f. Obtain required casualty information as soon as possible upon the casualty's arrival at the MTF.

g. Provide the casualty/patient's S1/G1 with patient status and casualty updates.

h. Provide supplemental casualty information to the Human Resource Sustainment Center (HRSC) Casualty Operations Division, appropriate division/corps G1, and brigade S1 of the casualty as conditions warrant.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * Casualty Liason Team (CLT) leader supervised casualty liaison activities.			
2. CLT members conducted liaison activities (obtain, verify, update and disseminate casualty information to the appropriate personnel section or organization in the casualty reporting chain).			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP 4: Never

MOPP 4 Statement: See Safety Statement below.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	63-2-4017	Maintain Communications	63 - Multifunctional Logistics (Collective)	Approved
	71-2-5100	Conduct Troop Leading Procedures for Companies	71 - Combined Arms (Collective)	Approved

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	805C-420-6002	Implement Casualty Operations Program	805C - Adjutant General (Individual)	Approved
	805C-420-7004	Administer Casualty Operations in Theater	805C - Adjutant General (Individual)	Approved
	805C-42A-1255	Prepare Casualty Reports	805C - Adjutant General (Individual)	Approved
	805C-42A-3103	Conduct Personnel Accountability	805C - Adjutant General (Individual)	Approved
	805C-42A-3474	Review Casualty Reports	805C - Adjutant General (Individual)	Approved
	805C-42A-4042	Implement Casualty Operations	805C - Adjutant General (Individual)	Approved
	805C-42B-6108	Report Casualty Information	805C - Adjutant General (Individual)	Approved
	805C-42B-7105	Implement Casualty Operations Program	805C - Adjutant General (Individual)	Approved
	805C-42H-8105	Coordinate Deployed Casualty Operations	805C - Adjutant General (Individual)	Approved
	805C-LF4-3517	Check Mail Directory Operations	805C - Adjutant General (Individual)	Approved
	805C-LF5-1230	Conduct Postal Directory Functions	805C - Adjutant General (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.2.1	Conduct Casualty Operations

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1

Materiel Items (NSN)

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. None

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).